

SIGN IN SHEET

IFB PMB-2012-04	FURNISH SECURITY SERVICES FOR VARIOUS PUBLIC HOUSING PROPERTIES ON THE ISLAND OF OAHU
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INSTRUCTIONS

Please fill out this sheet and leave original with the HPHA, Contract and Procurement Office located at 1002 North School Street, Building D, Honolulu, HI 96817 when you pick up your bid packet. A copy will be made for you. Take the copy with you as it contains important dates, times and information.

Read this packet carefully. If you have any questions, please call Rick Sogawa, IFB Coordinator at (808) 832-6038.

Pre-Bid Conference and Site Inspection:	Tuesday, September 4, 2012, 1:00 p.m. Hawaii Standard Time (HST) at the Mayor Wright Homes Community Hall, 521 North Kukui Street, Honolulu, Hawaii 96817. Site inspection to follow at approximately 2:15 p.m. HST	
Bid Forms Due Back:	Due before <u>10:00 a.m. HST on Monday, September 10, 2012</u> at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, HI 96817.	
Bid Opening:	Monday, September 10, 2012	At 10:15 a.m. HST at the HPHA, Contract and Procurement Office, 1002 N. School Street, Building D, Honolulu, Hawaii 96817.
Date: _____		
Company:	_____	
Address:	_____ _____ _____	
Bus. No.	_____	Cell No. _____
Fax No.	_____	
Contact Person:	_____	

Signature of Person Picking Up Packet

REQUIRED CERTIFICATIONS:

The following shall be submitted with the Bid Offer Form:

- | | |
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| <input checked="" type="checkbox"/> Hawaii Compliance Express, Certificate | <input checked="" type="checkbox"/> Corporate Resolution indicating who is authorized to sign bid documents & contracts |
| <input checked="" type="checkbox"/> Wage Certificate | |

The following shall be submitted prior to execution of contract, no later than September 21, 2012

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| <input checked="" type="checkbox"/> Certificate of Insurance | <input checked="" type="checkbox"/> Valid Tax Clearance Certificate |
| <input type="checkbox"/> Other: _____ | |